

## APPLICATION INFORMATION

An application is valid **ONLY** for the Enhancing Excellence in Teaching Program 2016-2017 award year  
For classes the begin on or after July 1, 2016 – on or before June 30, 2017

**Current and previous recipients must apply each year to be considered for funding.**

### Application Requirements

To be considered for Enhancing Excellence in Teaching Program (EETP) funds, the application must be completed in its entirety and submitted with the following supporting documentation:

- A Program of Study approved by the institution in which you are enrolled which includes:
  - Name of the institution;
  - Name of the applicant;
  - Name of the eligible graduate degree or shortage area endorsement program to be completed;
  - A listing of the coursework required to complete the program, including the semester to be taken; and
  - A tentative timeline for completion of the program.
- **If you are applying under Qualifying Category 3** (see below), and your degree program is not within your institution's educator preparation division, you must have your Program of Study signed by your degree advisor prior to submission with your application.
- **If you are applying under Qualifying Category 4** (see below), a statement, signed by the administrator of the school district or school at which you are employed, which provides support that the graduate degree program in which you are enrolled will result in a teaching endorsement that will be beneficial to the students of the school district or school. This requirement **does not apply** to qualifying categories 1-3.

Incomplete applications will not be considered for Enhancing Excellence in Teaching Program funds.

### Application Submission

The completed application and all supporting documentation are to be submitted to the designated contact person **at the institution** in which you are enrolled by **May 6, 2016**. This information will be available on the Enhancing Excellence in Teaching Program page on the Nebraska Teacher Education web site beginning April 1, 2016.

Applications submitted for consideration of EETP funds will undergo an initial review by the institution in which you are enrolled and will then be forwarded to the Nebraska Department of Education (NDE) for final review and approval.

Selected recipients will be notified via email of their award amount by NDE after June 1<sup>st</sup> and will receive an EETP Loan Contract which **must** be completed, signed and returned to NDE prior to any funds being made available. A delay in returning the contract may result in a postponement of available funds or the withdrawal of the loan award. Notification of non-award will be sent via email by June 30<sup>th</sup>. **FUNDS CAN ONLY BE DISTRIBUTED AFTER JULY 1, 2016.**

### NDE Contact Information

Requests for information or questions regarding the Enhancing Excellence in Teaching Program may be directed to Karen Buller at (402) 471-4837 or [karen.buller@nebraska.gov](mailto:karen.buller@nebraska.gov).

**Qualifying Category 3 – Advanced Degree.** Graduate program resulting in an advanced degree in the subject area for which a teaching endorsement is already held.

**Qualifying Category 4 – Additional Endorsement Requested by School Administrator.** Graduate program **resulting in a degree** with an additional teaching endorsement not considered a shortage area as requested by the administrator of the school district, school, or Educational Service Unit at which you are employed.